

**BY ORDER OF THE COMMANDER
AIR FORCE SPACE COMMAND**



**AIR FORCE SPACE COMMAND
INSTRUCTION 10-207**

3 JANUARY 2005

**14TH AIR FORCE
Supplement 1**

1 JUNE 2005

Operations

**ALERT NOTIFICATION/
RECALL PROCEDURES**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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OPR: XOOO (MSgt Lee M. Lopez)
Supersedes AFSPCI 10-207, 1 August 02.

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Pages: 12
Distribution: F

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Pages: 4
Distribution: F

This instruction implements AFPD10-2, **Readiness**. It establishes command procedures for the design, use and implementation of alert notification procedures for all units assigned to Air Force Space Command (AFSPC), in support of (S) **Alert System of the CJCS, MCM 151-92 (U)** and (S) **Emergency Action Procedures of the CSAF (U)**. This instruction applies to all forces under the administrative control of the Commander, AFSPC. That includes active duty military, Air National Guard and civilian personnel including, geographically separated units and supporting activities. NAFs and Wings may supplement this instruction to establish specific procedures or requirements. This instruction requires collecting and maintaining information protected by the Privacy Act of 1974 authorized by 5 U.S.C. § 552a System of records notice applies. This instruction applies to Air Force Reserve Command and Air National Guard units when mobilized and gained by Air Force Space Command.

(14AF) This document supplements AFSPCI 10-207, **Alert Notification/Recall Procedures**, dated 3 January 2005 and implements AFPD 10-2, **Readiness**. It supplements command procedures for design, use, and implementation of alert notification procedures for all units assigned to 14 Air Force (14 AF), in support of (S) **Alert System of the CJCS, MCM 151-92 (U)** and (S) **Emergency Action Procedures of the CSAF (U)**. This supplement applies to all forces under the administrative command of the 14 AF Commander. That includes: active duty military, Air National Guard, and civilian personnel including, geographically separated units and supporting activities. Wings may supplement this instruction to establish

specific procedures or requirements. This supplement requires collecting and maintaining information protected by the Privacy Act of 1974 authorized by 5 U.S.C. § 552a System of Records notice applies. This supplement applies to Air Force Reserve Command and Air National Guard units when mobilized and gained by Air Force Space Command and assigned to 14 AF. Maintain and dispose of records created as a result of the processes described in this instruction in accordance with Air Force Manual (AFMAN) 37-123, *Management of Records*, (will become AFMAN 33-363) and Air Force AFRIMS Records Disposition Schedule located at <https://webrims.amc.af.mil/rds/index.cfm>.

SUMMARY OF REVISIONS

This revision has been extensively revised and a thorough review of this instruction is required.

1. General. National emergencies or other contingencies require HQ AFSPC to possess the capability to notify personnel or recall them to their place of duty. At the same time, ensure notifications/recalls are as covert as possible to deny a potential enemy useful information and to avoid public speculation or alarm. This instruction establishes the requirement for all AFSPC organizations to produce recall rosters to facilitate timely notification/recall of personnel. *Depending on the situation, certain personnel may be excused from the recall, as determined by specific governing directives or the senior officer in charge.* HQ AFSPC Space Operations Squadron (SOPS) is responsible for overall management of the notification/recall system.

2. Definitions:

2.1. Alert Crew Rest. Consider personnel on crew rest if they are the on-coming or off-going shift.

2.1.1. Off-going Crews. For crews working 8-hour shifts, the first 8 hours after the shift is considered crew rest. For crews working 12-hour shifts, the first 12 hours after the shift is considered crew rest.

2.1.2. Incoming Crews. For crews working 8-hour shifts, the first 8 hours before the shift is considered crew rest. For crews working 12-hour shifts, the first 12 hours before the shift is considered crew rest.

2.1.3. At all other times, personnel are "off" and subject to recall.

2.1.4. Crew rest is waived and all personnel must respond if there is a national emergency recall. Supervisors will recall non-alert shift workers based on mission need and impact.

2.2. Subordinate Units:

2.2.1. Individual Mobilization Augmentee (IMA). A member of the ready reserves who is designated to relieve an active duty member, for deployment or when the seriousness of the contingency warrants their use in place of an active duty member. IMAs are subject to recall according to their current duty status.

2.2.2. Air National Guard (ANG). The ANG has units comprised of full time employees and Drill Status Guardsmen (DSG). DSG normally work in the civilian sector and are called to duty during surge operations or declaration of war. Typically, guard units will exercise a telephone recall and will not require their DSG or their Civil Service Technicians to physically report for duty unless the unit has been federalized. DSG and Civil Service Technicians are subject to recall

according to their duty status. ANG units will develop recall procedures in coordination with their HHQs that will account for and accommodate the schedules of DSGs and Civil Service Technicians.

2.2.3. Air Force Reserve Associate Units (AU). AUs have members comprised of full-time employees, Active Guard/Reserve (AGRs) or Air Reserve Technicians (ARTs), and traditional reservists (TRs). TRs normally work in the civilian sector and are called to active duty during times of increased ops tempo and national emergencies. Typically reserve units will exercise a telephone recall and not require their TRs to report for duty until the unit has been mobilized. TRs are subject to recall according to their duty status. AFRC units will conduct recalls IAW AFRCI 10-404 except when fully mobilized and gained by Air Force Space Command. Reserve units may be recalled as a whole or in parts depending on missions needs.

2.2.4. Air Force Reserve Unit Equipped Units (UE). UE have members comprised of full-time employees, Active Guard Reserve (AGRs) or Air Reserve Technicians (ARTs), and traditional reservists (TRs). TRs normally work in the civilian sector and are called to active duty during times of increased operations tempo and national emergencies. Typically reserve units will exercise a telephone recall and not require their TRs to report for duty unless the unit has been mobilized. TRs are subject to recall according to their duty status. AFRC units will conduct recalls IAW AFRCI 10-404 except when fully mobilized and gained by Air Force Space Command. Reserve units may be recalled as a whole or in parts depending on mission needs.

2.3. Mission Essential Federal Employees (MEFE). Those civilians identified (by local authority) as essential for the accomplishment of the AFSPC mission during contingencies or emergencies.

2.4. Covert Recall. Recalls personnel as quickly as possible without public notice and minimizes actions, which might alarm the general public. The telephone is normally used. If the telephone system is out or an individual does not have a telephone, person-to-person contact is required.

2.5. Overt Recall. Recall personnel using the fastest means available. Telephone and public media (radio and television) are authorized for use.

2.6. Scope of Recall:

2.6.1. Command-Wide. Used by the AFSPC Commander to recall all personnel for either exercise or actual situations. It is initiated by the Commander or designated alternate.

2.6.2. Selective. Used when a specific situation requires the recall of certain personnel, such as a Crisis Action Team (CAT) or Battle Staff (BS). The senior officer responsible for handling the crisis initiates recall.

2.6.3. Organizational. Initiated by the commander of an organization to recall that organization's personnel for a specific reason.

2.7. Types of Recall and Notification:

2.7.1. Actual and Exercise Recall. Used to direct personnel to report for duty during real world or exercise situations. The nature of the situation and higher headquarters' direction determines the personnel who will be recalled. It is paramount that individuals respond in an expeditious and safe manner. Personnel must report in the appropriate duty uniform.

2.7.1.1. During exercises, all personnel in duty status will normally be required to report for duty. Personnel in non-duty status (leave, temporary duty, non-duty IMAs) are contacted as

required and will report for duty if directed to do so. IMAs are required to report only when in duty status. ANG units will contact DSG and Civil Service Technicians as determined by local policy. Unit Reservists will be recalled if the unit has been mobilized and gained by Air Force Space Command.

2.7.2. Telephone Standby. Personnel are immediately available to receive information or instructions by telephone, hand-held radio, or pager. Personnel must stay by their home telephone or have an operable hand-held radio/pager/cellular telephone in their possession.

NOTE: If personnel leave their home while telephone standby procedures are in effect, it is their responsibility to inform their supervisor and/or work center of how they may be contacted.

2.7.3. Tests. Used to assess the effectiveness of an organization's telephone recall procedures.

2.7.3.1. The recall roster is completed in its entirety by telephone and the last person contacted in each column notes the time of their notification and completes the chain by calling the unit's POC to track recall status.

2.7.3.2. The latest time reported determines the "total time" for the recall.

2.7.3.3. *All* assigned personnel (excluding leave and TDY), including IMAs in duty status, will be contacted. ANG units will contact DSG and Civil Service Technicians as determined by local policy. Reserve units which have been mobilized and gained by Air Force Space Command, will contact all assigned personnel.

2.7.3.4. Personnel are not required to report for duty.

2.7.3.5. The following is a suggested notification for a Test Recall: "This is (rank, name, and title). This is a test of the (unit or organization) telephone recall. Complete required notifications. This is only a test. Do **NOT** report for duty." (Repeat as required.)

2.7.4. Notification Advisory. Used to notify personnel of an actual or imminent situation, (e.g. severe weather) when they must be notified of early release, delayed reporting or other directed actions other than recall.

2.7.4.1. Only personnel available for duty are contacted. Do **NOT** contact IMAs unless they are in duty status. Do **NOT** contact personnel on leave or temporary duty. ANG units will contact DSG and Civil Service Technicians as determined by local policy. Reserve units which have been mobilized and gained by Air Force Space Command, will contact all assigned personnel.

2.7.4.2. The following is suggested for a Notification Advisory: "This is (name, rank, and title). This is notification for (state reason). You are to (give instructions as required). Complete your required notifications." (Repeat as required.)

2.8. Recall Reference Time. Recall Reference Time will be the time the commander of the organization directs initiation of the recall. Recall Reference Time is used to determine the time required to complete recall actions.

3. Requirements. Recall rosters:

3.1. Mandatory Markings. Mark rosters **FOR OFFICIAL USE ONLY**, show an "as of" date, and identify the organization's recall roster POC.

3.2. **Required Instructions.** Provide all necessary recall instructions. As a minimum included the following "Instructions for Use."

3.2.1. **Notification Processes.** Actions when primary contact cannot be made; provisions for reporting when required actions and notifications are complete; what to do when the telephone is inoperative or individual is otherwise unavailable.

3.3. **Personnel Listings.** Include military and civilian personnel. Identify individual mobilization augmentees (IMA), unit reservists, mission essential federal employees (MEFE), DSG, and Civil Service Technicians (DSG and Civil Service Technicians will be added as determined by local policy). List personnel by rank, name, duty phone, and home phone. It is recommended that addresses be included to facilitate "communications-out" notification procedures. Directors and key personnel may be identified by duty title.

3.4. **Standard Format Terminology for Recalls.** The formatted terminology will be identified on the back of the recall roster and units may add additional formats as required.

3.4.1. **Format 1 , Command/Base/Wing** pyramid alert recall: This is the _____ Command Center/CP with a Format 1 notification, Battle Staff / Support Battle Staff is/not forming. Reference Hour is _____L.

Instructions: Complete your pyramid alert notifications and report for duty immediately.

3.4.2. **Format 2 , Battle Staff/Support Battle Staff** pyramid alert recall: This is the _____ Command Center/CP with a Format 2 notification. Reference Hour is _____L.

Instructions: Battle Staff / Support Battle Staff Members report to the assembly area immediately.

3.4.3. **Format 3 , Six-Ring telephone standby:** This is the _____ Command Center/CP with a Format 3 notification. Reference Hour is _____L. (A reference hour may or may not be established).

Instructions: Complete your pyramid alert notifications and stand by on six-ring alert until further notice. You must be capable of being contacted by radio, telephone or pager within six rings.

3.4.4. **Format 4 , Practice/Test** Recall: This is the _____ Command Center/CP with a Format 4 notification. Reference Hour is _____L.

Instructions: Complete your pyramid alert notifications.

3.4.5. **Format 5, General Notification** Recall: This is the _____ Command Center/CP with Format 5 notification of _____. Reference Hour is _____L. (Delayed reporting, base closure, local emergency, or security condition requiring immediate notification of personnel. A reference hour may or may not be established).

Instructions: Complete your pyramid alert notifications.

3.5. **Information Protection:**

3.5.1. Recall rosters must contain the following paragraph:

"This roster is subject to the "Privacy Act of 1974," 5 U.S.C. § 552a. Personal privacy information regarding government employees and members of the Armed Forces is protected, as implemented by AFI 33-332, Air Force Privacy Act Program. Information is being collected to allow for alert notifications procedures and is for official intra-governmental use only."

3.5.2. Unlisted phone numbers must be identified with an asterisk (*). Release of unlisted numbers is **NOT** authorized without permission of the individual.

3.6. Recommended Recall Roster Methods:

3.6.1. **Line Method.** Personnel are listed sequentially in either a vertical or horizontal line diagram. This method is used when a small number of personnel must be recalled.

3.6.2. **Pyramid Method.** Each person will call multiple individuals who will, in turn, call others. This method is used in organizations with large numbers of personnel.

3.6.3. **Combination Method.** A technique using both line and pyramid methods is appropriate in large organizations with several subordinate groups. **Example:** An organization with several divisions could begin a recall by using the line method to notify several key senior individuals who in turn notify subordinates using the pyramid method.

4. Responsibilities:

4.1. AFSPC Organizations:

4.1.1. Review rosters monthly and generate new rosters as necessary, but no more than every 3 months.

4.1.2. Dispose of obsolete rosters in such a manner as to prevent the unauthorized release of personal information.

4.1.3. Provide each listed person a copy of the roster.

4.1.4. Comply with AFI10-205_AFSPCSUP1, *Availability of Major Command Commanders*.

4.1.5. **Security Forces Personnel.** Security Forces (SF) units will compile and maintain recall information for Resources Augmentation Duty (READY) personnel assigned to support SF operations during crisis or exercises. READY augmenters will be contacted for recall purposes only when they are performing duties with the SF unit.

4.1.6. **Air National Guard Personnel.** ANG units and personnel will ensure that DSG and Civil Service Technicians are identified. DSG and Civil Service Technicians will be contacted for recall purposes as determined by local policy.

4.2. Each individual (including IMAs and MEFs) will:

4.2.1. Ensure personal information is current on recall rosters and keep latest recall roster readily available at all times.

4.2.2. Contact personnel as specified on the recall roster immediately upon notification.

4.2.2.1. When using a recall roster, ***you must talk to the individual!*** Leaving a message with another person or on an answering machine/voice mail does **NOT** constitute contact with that person.

4.2.2.2. When unable to contact an individual within five minutes, go to the next person(s) on the roster and continue the recall process. Do **NOT** delay notification or reporting but ensure contact is made at the earliest opportunity.

4.2.3. Report to their duty location in the appropriate uniform. Do **NOT** delay for personal grooming, meals, etc.

4.2.4. Note the time of notification.

4.3. (Added-14AF) 14 AF Organizations:

4.3.1. **(Added-14AF)** The Vandenberg Command Post (VCP) is the 14 AF point of contact for recall initiation, strength report collection, and release from recall.

5. Command-Wide Recall:

5.1. **General.** Establish command-wide recall procedures for both exercise and real-world situations. Up-channel reporting procedures are used to allow the Numbered Air Force (NAF), or appropriate centers to track personnel strengths and ensure follow-up notification as required.

5.2. **Procedures.** The following procedures are employed when a command-wide recall is implemented.

5.2.1. Recall Initiation. When notified by competent authority, the AFSPC Command Center initiates a Command-wide recall. The command center will notify 14 AF, 20 AF, the Space Warfare Center and the Space Missile Center (61 ABG/CP) who in turn will notify their respective subordinate units.

5.2.1.1. **(Added-14AF)** When notified by AFSPCCC of an actual or exercise command-wide recall, the VCP will immediately notify the 14 AF Air and Space Operations Center (Space AOC). The Space AOC will notify the 614th Space Operations Squadron (614 SOPS).

5.2.1.2. **(Added-14AF)** The VCP will also immediately notify the wing Command Post (CP) of the 21 SW, 45 SW, 50 SW, and 460 SW. Each CP will accomplish their locally developed recall procedures IAW AFSPCI 10-207.

5.2.2. Up-channel Reporting Procedures. Each wing/DRU will establish a reporting center (normally, the Personnel Readiness Section) for personnel to report to, or contact, for data collection purposes. Reporting centers up-channel manning data as specified in paragraph 5.3. below, in addition to tracking unit manning levels.

5.3. **Reporting Centers.** Reporting centers will up-channel recall manning information to the appropriate NAF, as directed by the NAF. NAFs are responsible for providing guidance on up-channel reporting procedures. HQ AFSPC/DP will request manning information from the NAFs as required.

5.3.1. Wing/Unit Requirements. Develop procedures to track progress of their recall and contact personnel missed during the recall. Ensure DSG and Civil Service Technicians are identified and appropriately accounted for in recall procedures.

5.4. **Strength Reporting Procedures.** Units will accomplish strength reporting for all recalls unless specifically directed otherwise. When the individual responsible for a unit's strength reporting arrives at the duty station, immediately determine the **RECALL** hour. Accomplish this by contacting the Support Battles Staff or Command Post.

5.4. **(14AF) Strength Reporting Procedures.** The "**RECALL** hour" mirrors the Recall Reference Time and is the time recall initiation was directed as stated in AFSPCI 10-207, paragraph 2.8.

5.4.1. GROUP Monitors. Once you know the **RECALL** hour, add 1 hour and 10 minutes. This will be the report time to Personnel Control Center (PCC) for your first call.

5.4.1.1. **(Added-14AF)** Personnel Control Centers (PCC) at each wing will consolidate recall strength reports for their wing and their geographically separated units.

5.4.2. UNIT Monitors. You will add 1 hour to the **RECALL** hour. This will be the report time to your group monitor for your first call.

5.4.3. Duty Status Statistics Roster (for unit monitors).

5.4.3.1. At the main PC-III menu screen, select “**Reports and Rips**” and press the transmit key.

5.4.3.2. Select “**Reports**” and press the transmit key.

5.4.3.3. Select “**Duty Status Reports**” and press the transmit key.

5.4.3.4. Select “**Duty Status Statistics**” and press the transmit key.

5.4.3.5. Press the F3 key.

5.4.3.6. Press the ESC key three times. This will take you back to the main menu.

5.4.3.7. Once you are in the main menu, select “**Office Automation**” and press the transmit key.

5.4.3.8. Select “**Production and Products**” and press the transmit key.

5.4.3.9. Select the “**DS STATISTICS**” by using the space bar and press the transmit key.

5.4.3.10. Select “**Print**” and press the transmit key. Once these steps have been accomplished you may exit PC-III.

5.4.4. **Duty Status Statistics.** The duty status statistics will show assigned, present for duty, and will break down not present for duty into their different duty status categories, (e.g., leave, TDY for school, contingency TDY). It is extremely important to update all duty status changes as they occur. If not done, reports will be inaccurate and during a recall, a unit will have to locate each individual in the unit who has not signed in to find out their duty status. The only exception is alert crews, IAW paragraph [2.1](#).

5.4.4.1. Personnel on pass or off duty due to shifts will be called and put on **six-ring alert**; shift personnel will be subject to recall for duty after the crew rest period described above.

5.4.4.2. Unless specifically directed by the wing or operations group commander, when a recall is initiated, crewmembers in rest status will be placed on six-ring alert and will report for duty in accordance with their duty schedule. All other combat crewmembers will report immediately to their designated areas.

5.4.4.3. For strength reporting purposes, combat crewmembers on in crew rest and in six-ring alert status will be reported as “available personnel” just as if they had signed in at their respective UCC.

5.4.5. Up-channeling Personnel Numbers.

5.4.5.1. Each unit monitor will report their numbers to their respective group monitors at recall +1:00, recall +2:00, and recall +3:00, etc, until the unit reaches 100 percent accountability.

5.4.5.2. Each group will submit, by telephone, its initial report of *assigned* (total personnel

assigned), adjusted available strength (minus leaves and TDYs), and available personnel (actual personnel accounted for) to the PCC NLT recall hour +1:10, with subsequent report of available personnel at recall +2:10 and +3:10. Updated reports will be made at 12-hour intervals beginning at recall +12:00 until all groups report 100 percent accountability.

5.4.5.3. Unless directed otherwise by the NAF, the PCC will report available personnel (actual personnel accounted for) to the NAF OPR NLT recall hour +1:30, with subsequent report of available personnel at recall +2:30 and +3:30. Updated reports will be made at 12-hour intervals beginning at recall +12:00 until the wing report 100 percent accountability.

5.4.5.3.1. **(Added-14AF)** Each wing PCC will up-channel recall manning information (actual person accounted for percentage) to the VCP IAW AFSPCI 10-207 paragraph **5.4.5.3.** until 100% accountability is reached. The VCP will relay this information to the AFSPCCC on request and to the 14 AF/CC once all wings have reached 100% recall accountability. Manning information will also be provided to HQ AFSPC/MS when requested.

5.4.5.4. **(Added-14AF)** The 614 SOPS Commanders Support Staff (614 SOPS/CSS) is the Unit Control Center for HQ 14 AF and all 614th units located at Vandenberg and will collect strength reports from those organizations. The 14 AF Space AOC is not in the up-channel chain for recalls.

5.4.5.5. **(Added-14AF)** During a command-wide recall, the 614 SOPS/CSS will report available personnel to 30 MSS/DPMDX IAW AFSPCI 10-207, paragraph **5.4.5.3.** For 14 AF only recalls, the 614 SOPS/CSS will report available personnel to the VCP.

5.4.6. **Recall of Personnel on leave, Pass, or TDY in the Local Area.** Recall Messages are not prepared for members on leave, pass, or TDY in the local area. . They will be contacted by telephone or by runner during actual recall alerts.

5.4.7. **Recall of Personnel on leave, Pass, or TDY Outside the Local Area.** Format for Recall Messages will be determined locally. Additionally, the time at which these messages are turned in to the PCC is determined locally.

5.4.7.1. Personnel on a contingency TDY will not be recalled.

5.4.7.2. Individuals who are on leave or pass outside the local area should be contacted by telephone, as this is the most expedient manner to recall them.

5.4.8. **Monitor Appointment Memorandums.** Group and unit commanders will appoint recall monitors in writing. Appointment memos will Include member's grade, name, organization and duty phone.

5.4.8.1. A copy of all appointment memorandums will be maintained in the wing's Personnel Readiness office (MSS/DPMX).

5.4.8.1.1. **(Added-14AF)** HQ 14 AF and 614th units located at Vandenberg will forward recall monitor appointment memorandums to 30 MSS/DPMDX and the 614 SOPS/CSS to be maintained on file.

5.4.8.2. When new recall monitors are assigned at the unit or group level, an appointment memorandum must be accomplished and sent to MSS/DPMX.

5.4.8.3. Recall monitors must receive training within 60 days of appointment.

5.4.8.3.1. **(Added-14AF)** HQ 14 AF and 614th unit recall monitors will receive training from 30 MSS/DPMDX within 60 days of their appointment.

5.4.8.4. **(Added-14AF)** HQ 14 AF and 614th units will forward recall rosters to the 614 SOPS/CSS monthly, and when updated, to be maintained on file. The 614 SOPS/CSS will provide the VCP with unit recall rosters each month and when updated.

5.5. Release From Recall:

5.5.1. Release from command-wide recalls is directed by the AFSPC Commander or designated alternate.

5.5.2. Release announcement is accomplished in the same manner as recall initiation. The AFSPC Command Center, using the following wording: "Recall is terminated. Personnel are released to their normal duties", will notify 14 AF, 20 AF, Space Warfare Center and Space Missile Center (61 ABG/CP) who in turn will notify their respective subordinate units.

5.5.3. **(Added-14AF)** Upon release from recall, the VCP will notify each agency previously notified during recall initiation.

6. Organizational Recalls:

6.1. **Recall Initiation.** The commander or senior officer of an organization initiates the recall according to the organization's recall roster.

6.1.1. The organization's reporting center reports results of the recall to the commander or senior officer of the organization.

6.2. **Responsibilities.** Responsibilities for an organization's reporting centers are the same as those for a command-wide recall, except they will not up-channel above the organization level.

6.2.1. **(Added-14AF)** The 14 AF/CC or designated representative has initiation and release authority for actual or exercise recall of HQ 14 AF personnel and recall of all wings/units assigned under 14 AF.

6.2.2. **(Added-14AF)** 14 AF recall and release procedures are the same as command-wide recall procedures, except recall or release information will not be up-channeled above HQ 14 AF.

6.3. Release From Recall:

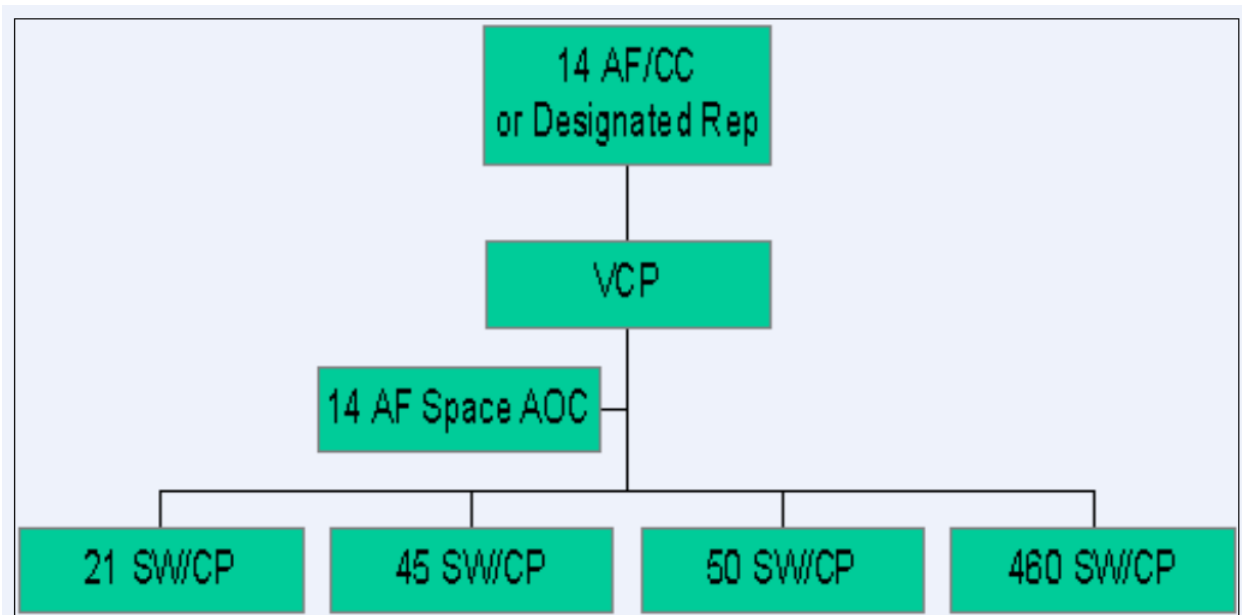
6.3.1. The commander or senior officer directs release from recall.

6.3.2. Release is accomplished by using the organizations recall roster. Release from recall wording is the same as for a command-wide release from recall.

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(14AF)

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Attachment 1 (Added-14AF)**Figure A1.1. (Added-14AF) 14 AF/CC Directed Recall**

Attachment 2 (Added-14AF)**Figure A2.1. (Added-14AF) AFSPC/CC Directed Recall**